



DEFENSE LOGISTICS AGENCY
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JAN 22 1999

DDAI

REPLY
REFER TO

MEMORANDUM FOR DLA EXECUTIVE MANAGEMENT TEAM
COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Year 2000 Verification and Compliance Review

On January 25, 1999 the DLA Internal Review Group (DDAI) will commence the DLA Year 2000 (Y2K) Verification and Compliance Review. The purpose of the review is to ensure that HQ DLA and its components have properly identified and addressed all Y2K issues in order to mitigate any Y2K risks to the Agency and the Department of Defense. Attachments 1 – 3 address the specifics of the review, to include dates of visits, areas of review, and specific assistance required.

DDAI will need your full cooperation and participation in this effort to ensure Agency Y2K compliance. They will require the assistance of knowledgeable functional and systems personnel from the HQ Commands and Business Areas to accompany the auditors on site visits to collect, interpret, and rev&w data. In addition, each field component should have their own functional, technical, and systems personnel available to answer specific questions and address pertinent Y2K issues. DDAI will contact your Y2K program managers to make appropriate arrangements.

In addition to the information mentioned above, the attachments identify the documentation required for successful completion of the Phase II Assessment. Due to the aggressive timeline, DDAI requests that all applicable documents be available when they arrive. Please contact Ms. Gloria Irvin at DSN 427-6271 or by email: gloria_irvin@hq.dla.mil for any questions concerning the site visits.

I cannot stress enough the importance of these visits in our overall effort to ensure Y2K compliance throughout the agency. Please give this your full attention and support. The Y2K challenge is bigger than any one organization within DLA; it is only through our collective efforts that we will successfully meet the Y2K challenge.

E.R. CHAMBERLIN
Rear Admiral SC, USN
Deputy Director

Attachments

1. Y2K Verification and Compliance Review Requirements
2. Schedule of Visits
3. Business Area Support for Site Visits

CC: PLFAs

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Y2K VERIFICATION AND COMPLIANCE REVIEW REQUIREMENTS

Attached is DDAI's planned schedule for their Phase II verification visits. The overall objective is to review each DLA mission area to ensure that the vulnerability associated with Y2K challenges were properly identified and addressed by sufficient planning, management and implementation.

PLFAs that completed the initial self-assessment check list need not submit an updated checklist. Instead, the initial checklist will serve, as a guide for us to follow up on those areas previously rated yellow or red. We will reassess those areas rated green based on a plan of action to complete Y2K work. The audit team will focus in part on the self-assessment checklist previously submitted by most DLA components. For those activities that did not submit a checklist, you need to become thoroughly familiar with those applicable sections of the checklist as shown in Attachment 2. To expedite the visit, we recommend you review the checklist to facilitate the review process.

DDAI's main focus during these visits will be to assess the status of completed or in progress **work** of the six major categories in accordance with the DLA Y2K Timeline for renovation, validation and implementation.

- Program Management
- Automated Infrastructure Systems
- Infrastructure Technology
- Facilities & Related Systems
- DLA Managed Items
- Contingency Plans

In order to minimize any disruptions to your staff, we are submitting a list of documents we need to facilitate our review. Accessing this information through databases, where appropriate, will also reduce the paper load. Required documentation includes:

- Updated inventory listing of PLFA unique applications
- System testing documentation (results)
- Certification Checklist
- Listing of IT Contracts
- Listing to DLA Managed Items Contracts
- Renovation Documentation
- Manufacturer's Y2K Compliant Letters
- Contingency Test Plans and Test Results where applicable
- Other manual or standard operating procedures related to contingency planning

- The audit team will contact your local Internal Review Office and **Y2K** PM to schedule an entrance meeting with the Commander or his/her designee. During our visit, we will need to meet with the appropriate functional and system staff responsible for performing the work of the six major **Y2K** categories. If you have any questions regarding our visit, please contact **LaVaeda** Coulter at DSN 427-6261 or Marilyn Ford at **DSN** 427-6270.

ATTACHMENT 2

Schedule of Visits

ACTIVITY ¹	DATE	PM	AIS	IT	F & OE	DLA MI	BCCP	CONTRACT ²
DSDC	January 25 - 27, 1999	✓	✓		✓		✓	✓
DSCC	January 27 - 29, 1999		✓		✓	✓	✓	✓
DCPSO	January 28 - 29, 1999	✓	✓		✓		✓	✓
JTAV	February 1 - 3, 1999	✓	✓		✓		✓	✓
DISC	February 8 - 10, 1999	✓		✓	✓	✓	✓	
DSCP	February 10 - 12, 1999	✓		✓	✓	✓	✓	
DSCR	February 17 - 18, 1999		✓		✓	✓	✓	✓
DORRA	February 18, 1999	✓		✓			✓	✓
DAPS	February 22 - 23, 1999			✓	✓		✓	✓
DASC	February 24 - 25, 1999	✓		✓	✓		✓	
DDSC	February 25, 1999	✓		✓			✓	
DDC	March 1 - 3, 1999	✓		✓	✓	✓	✓	
DESC	March 4 - 5, 1999			✓	✓		✓	✓
DCMC	March 8 - 9, 1999	✓		✓	✓		✓	✓
DCMDI	March 10, 1999	✓		✓	✓		✓	✓
DNSC	March 10, 1999	✓		✓	✓		✓	✓
DRMS	March 15 - 16, 1999			✓	✓	✓	✓	✓
DLIS	March 15 - 16, 1999			✓	✓		✓	✓
DDOU	March 17 - 19, 1999	✓		✓	✓		✓	✓
DCMDW	March 20 - 23, 1999	✓		✓	✓		✓	✓
DCMDE	March 25 - 26, 1999			✓	✓		✓	✓
DCMCNY	March 29 - 30, 1999			✓	✓			

- PM – Program Management
AIS – Automated Information Systems
IT – Infrastructure Technology and Telecommunication
F & OE – Facility & Other Equipment
DLA MI – DLA Managed Items
BCCP – Business Continuity &Contingency Planning

This Schedule is subject to change.

¹We will also visit DAPS sites located at each activity
²We will not review contracts at sites where thePLFAs Internal Review Office verified the Y2K contract clauses

BUSINESS AREA SUPPORT FOR SITE VISITS

ACTIVITY	DATE	AIS	DLA MANAGED ITEMS	FACILITIES
DSDC	January 25 - 27, 1999	DLSC-I, CI, DCMC		
DSCC	January 27 - 29, 1999	DLSC-I, CI, DSDC	DLSC-L	DLSC-B
DCPSO	January 28 - 29, 1999	CA, DSDC		
JTAV	February 1 - 3, 1999	CI		
DISC	February 8 - 10, 1999	DLSC-I	DLSC-L	DLSC-B
DSCP	February 10 - 12, 1999	DLSC-I	DLSC-L	DLSC-B
DSCR	February 17 - 18, 1999	DLSC-I	DLSC-L	DLSC-B
DORRA	February 18, 1999	CA		
DAPS	February 22 - 23, 1999	CI		
DASC	February 24 - 25, 1999	CI		DLSC-B
DDSC	February 25, 1999	DLSC-I		
DDC	March 1 - 3, 1999	DLSC-I		DLSC-B
DESC	March 4-5, 1999	DLSC-I, CI		
DCMC	March 8 - 9 , 1999	CI		
DCMDI	March 10, 1999	DCMC		
DNSC	March 10, 1999	DLSC-I		DLSC-B
DRMS	March 15 - 16, 1999	DLSC-I		
DLIS	March 15 - 16, 1999	DLSC-I		
DSDC-OGDEN	March 17 - 19, 1999	DLSC-I		
DCMDW	March 20 - 23, 1999	DCMC		DLSC-B
DCMDE	March 25 - 26, 1999	DCMC		
DCMCNY	March 29 - 30, 1999	DCMC		